

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Time Administration	Payroll Department Report - Time Entry Alert Report	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\R eports - Time Entry Alert.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status: Completed	Issued: 8/9/04 Revised:

Overview

Trigger:

This report should be run at the beginning of "time entry" week to identify employees who will not be paid unless corrective action is taken. Agency staff runs this report to get a list of all the employees who have no time entries or have time entries awaiting supervisor approval.

Business Process Procedure Overview
<p>Employees using Employee Self Service to enter their own time may begin entering their time on the first Tuesday of the current pay period. They should complete their entries by the last Friday of the period. The Monday following the end of the period is allowed as a grace period for completing their entries.</p> <p>Employees who enter their own time in Employee Self Service are set up with Time Management status 1, "Time Entry Required". Employees set up with Time Management Status 1 must have their hours entered in order to be paid.</p> <p>Supervisors must electronically approve time entered by employees. If electronic approval is not performed on the data entered, the employee is not paid. Supervisors have until payroll is processed to approve entries.</p> <p>After the supervisor approves a time sheet, the employee can still change it as long as the time entry period is open. The employee enters the changes on the time sheet. The supervisor must approve the changes in order for it to be included on the paycheck. If the employee cannot make the change, the change must be documented and given to the Time Entry Operator for entry.</p> <p>Agency payroll personnel need to run a report to insure that all employees have entered their time and once entered, their supervisor has approved the time.</p> <p>This report provides a list of employees with no time entries or time entries made that are not yet approved. Time Entry Operators should review this report to insure all employees have entered their time.</p>

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Procedural Steps

1.1. Access transaction by:

Via Menu	Time Entry Operator → Reports after entry → Time Entry Alert Report
Via Transaction Code	Z_TIME_ALERT_RPT
Via Favorites Menu	Time Entry Alert Report

Double click on "Time Entry Alert Report" and the following screen will appear:

Time Entry Alert Report

Selections from

Payroll period

Payroll area: UB

☒ Current period

☐ Other period

Selection

Personnel number

Organization key

Page Breaks

☒ Yes

☐ No

Input – Available Fields	Field Value
Payroll area	UB

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Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No

1.2 Specify the pay period for the Time Entry Alert Report. The screen has the selection of current period or other period.

- Current period
 - Use this option for the current open entry period.
- Other period
 - This report can be run for any pay period. Type in the pay period and calendar year.

1.3 The “Personnel number” field may be used to select specific employees by entering the employee identification numbers. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's. The “Personnel number” field should be left blank if using the agency “Organization key”.

1.4 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 120 org 0321, enter 120(space)0321*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 120, org 0321, and any distribution code.

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Time Entry Alert Report

Program Edit Goto System Help

Selections from

Payroll period

Payroll area UB

☐ Current period

☒ Other period 09 2004

Selection

Personnel number

Organization key 120 0321 *

Page Breaks

☐ Yes

☒ No

- 1.5 The “Page Breaks” buttons create a page break after each org change or not create any page breaks. The default is “Yes” create page breaks.
- 1.6 Click on the Execute button in the upper left area that looks like a clock to view the report. Examples of the report showing both types of messages are below.

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Time Entry Alert Report showing employees with no time entries:

Report No: Z_ESS_TIME_ENTRY_ALERT_RPT

ESS Time Entry Alerts Report
For Pay Period Ending 06/18/2004
Pay Period 12 2004

Page : 1
Run Date: 08/09/2004
Run Time: 13:48:32

o Time Entries for the Following Employees

Low	Dist		
GY	ORG	Code Employee Name	EIN
00	0420	0000 Austin, Mark E	109049
00	0420	0000 Frenchwood, Betty J	111058
00	0420	0000 Harley, John T III	128483
00	0420	0000 Mackay, Marchion Webb	115966
00	0420	0000 Sugino, Barrie J	137561

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Time Entry Alert Report showing employees with time entries not approved:

Report No: Z_ESS_TIME_ENTRY_ALERT_RPT ESS Time Entry Alerts Report Page : 1
 For Pay Period Ending 06/18/2004 Run Date: 08/09/2004
 Pay Period 12 2004 Run Time: 13:48:32

Time Entries Not Approved for the Following Employees

Low	Dist				
AGY	ORG	Code	Employee Name	EIN	Supervisor's Name
100	0420	0000	Hansen, Pamela	114709	Austin, Mark E
100	0420	0000	Howard, Jeff F	112048	Austin, Mark E
100	0420	0000	Henstrom, Jeanette U	107486	Hansen, Pamela
100	0420	0000	Maki, Joseph Alan	130301	Howard, Jeff F

- 1.7 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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2 The report heading contains the following information:

- The report number
- The report title
- Page number
- For pay period ending date
- Date the report was run
- Pay period number and year
- Time the report was run

2.2 The columns on the report are listed below with a brief description.

Agy	The employee's agency number.
Low Org	The employee's home org.
Dist Code	The employee's distribution code.
Employee Name	The employee's name.
EIN	The employee's identification number.

For time entries not approved the additional columns are:

Supervisor's name	The employee's supervisor.
EIN	The supervisor's EIN.